

City of Chattanooga, TN
Personnel Class Specification

Class code 0580

FLSA: Non-Exempt

CLASSIFICATION TITLE: WAREHOUSE SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory work functions associated with warehousing and inventory control activities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Supervises departmental warehouse facilities; ensures that parts, supplies, tools and materials are properly cataloged, warehoused, inventoried, and stocked.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Ensures adherence to established safety procedures; utilizes safety equipment and monitors work environment to ensure safety of employees and other individuals.

Implements and maintains an inventory system; organizes stock to facilitate identification and location of stock items; assigns and maintains warehouse layout and proper storage of parts, supplies, tools, and materials.

Monitors inventory levels to ensure adequate quantities; initiates orders for new or replacement materials.

Develops and maintains a catalog system for recording and distinguishing parts, supplies, tools, and materials.

Issues parts, supplies, and materials from inventory; receives inventory items returned by employees.

Conducts periodic physical inventories of materials in stock; identifies surplus or obsolete parts.

Receives incoming packages and deliveries; inspects deliveries to verify receipt of correct materials and of entire order.

Processes shipment of return orders, damaged parts, and warranty parts.

Loads/unloads materials; operates a forklift to move/stack material within warehouse.

Forecasts usage of inventory items.

Initiates communication with vendors regarding orders, problems, prices, discrepancies, or related issues.

Performs research related to product information, durability, availability, and prices; solicits bids and obtains competitive price quotes.

Maintains file system of inventory/purchasing activities.

Maintains computerized inventory tracking system; enters, retrieves, reviews or modifies data; verifies accuracy of entered data and makes corrections as appropriate; utilizes inventory control, word processing, spreadsheet, purchasing, or other software programs.

Develops and implements departmental budget; monitors expenditures.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, time cards, purchase requisitions, performance appraisals, inventory records, or other documents.

Receives various forms, reports, correspondence, invoices, packing slips, drawings, catalogs, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Copies and distributes forms, reports, correspondence, and other related materials.

Initiates/receives facsimile transmission of documents.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, vendors/suppliers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Performs general cleaning/housekeeping tasks associated with maintaining warehouse work areas.

Picks up or delivers parts as needed.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) to five (5) years previous experience and/or training that includes inventory control or warehouse operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, machinery, traffic hazards, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.